

SQIG UTILIZATION LOG

QTR. ____ CY ____

Contractor:

SUPPLIER/DATE	SOURCE	HOURS SAVED	LABOR	PER DIEM	TRANS- PORTATION	HOTEL	CAR RENTAL	EST SAVINGS
REQUESTED	RECEIVED							
			\$58.00	\$38.00	\$1092 AIRFARE	\$84.00	\$55.00	
COMMENTS								
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COMMENTS								

SQIG Cost Summary

QTR. _____ CY _____

1. Meeting Costs

Expense Report # _____

Amount _____ \$

Other _____ \$

Total Meeting Cost _____ \$

2. Reports

SENT TO	SUPPLIER	DATE	EST. COST	COMMENT

3. Total Cost For This Quarter _____

**INSTRUCTIONS FOR FILLING OUT
UTILIZATION FORMS
EXPLANATION OF UTILIZATION LOG COLUMNS**

SUPPLIER/DATE - Name of the supplier that the evaluation report pertain to and date of evaluation

NOTE: Requested and Received appears on each line under this column heading. Put in the dates you requested and received the evaluation from the other SQIG member next to these prompts

NOTE: The figures listed on the SQIG utilization log for labor hours, per diem, transportation, hotel, and car rental are averages compiled from participating SQIG members data.

SOURCE - M&O Code of the contractor that provided the evaluation report. If the savings comes from participation in a joint evaluation, enter "joint".

HOURS SAVED - Estimated work hours avoided by use of SQIG evaluation.

Hours saved requires a good deal of thought. Hours can be saved through avoiding the travel time and time on site needed to visit a supplier to gather information. Time can also be saved by reducing the time needed to prepare for or document an evaluation. Time savings might also be able to be attributed to avoiding time spent evaluating the technical capabilities of potential new sources.

TEAM MEMBERS - Number of people who would have been required to perform site evaluation.

LABOR - The average hourly rate is listed in the top box for this a row. In the bottom box, compute a subtotal by multiplying:

(Hourly rate) x (Site visit hours or office hours) saved x (# evaluation team members)

PER DIEM - The average daily per diem is listed in the top box for this row. In the bottom box, compute a subtotal by multiplying:

(daily rate) x (site visit days saved) x (# evaluation team members)

TRANSPORTATION - The average airfare is listed in the top box for this row. The bottom may be used for itemization or other transportation costs.

HOTEL - The average rate is listed in the top box for this row. Enter the estimated daily hotel rate. In the bottom box, compute a subtotal by multiplying:

(daily rate) x (days saved) x (# evaluation team members)

CAR RENTAL - The average estimated daily car rental and gas cost is listed in the top box for this row. In the bottom box, compute a subtotal by multiplying:

(daily rate) x (days saved)

EST. SAVINGS - Total the subtotals of labor, per diem, transportation, hotel and car rental.

EXPLANATION OF COST SUMMARY LOG COLUMNS

1. MEETING COSTS

Expense Report # - Optional

Amount - Total expenses attributed to attending the SQIG meeting.

Other - Other incidental costs of SQIG participation (if any)

Total Meeting Cost - Total of all item 1 entries

2. REPORTS

Sent to - Name of SQIG member that an evaluation record was sent to.

Supplier - Supplier who was the subject of the evaluation sent.

Date - Date evaluation was sent to requesting SQIG member.

Est. Cost - Estimated cost of supplying the evaluation (copying costs, mailing costs, review cost, etc.)

3. TOTAL COST FOR THIS QUARTER

Sum of the total meeting costs and the entries in the cost column.